
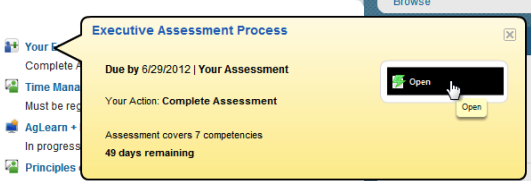

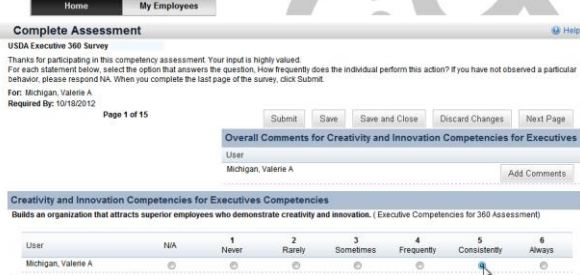



Notes

Completing Your Assessment

Once raters have been nominated and submitted by the employee to be assessed, all raters will receive a notification via email to login to AgLearn and begin the assessment process. Completion of the assessment survey will take approximately 20 minutes. If you cannot devote the entire 20 minutes to completing the assessment, you can select the **Save** or **Save and Close** button at any time to save your work. The assessment will remain on your To-Do List until you return at a later time to complete it. **Note:** Although you can save an uncompleted survey, once a survey has been submitted and confirmed, it cannot be recalled for further editing.

Step	Activity	View
1.	<p>An item on your To-Do List indicates you have an assignment to complete an assessment.</p> <p>Note: Some raters will see that they have more than one assessment to complete. If so, your To Do List item will read "USDA 360 Assessment – Assess (X) Employees".</p>	
2.	<p>Hover over the item. If there is only one person to assess, select Open to open the assessment.</p> <p>If there are two or more people to be assessed, the screen will appear as on the right. Select one of the names; then click Open Selected to open the first assessment. Complete steps 3 – 12, then return to your To Do List to select the next assessment. Do Not click Open All.</p>	 
3.	<p>For each competency, select the option that answers the question, "<i>How frequently does the individual perform this action?</i>" If you have not observed a particular behavior at all, please select the N/A option.</p>	
4.	<p>At the bottom of each page, select Next Page to move on to the next category of competencies. There are twelve pages of competency categories.</p>	

Each page of competencies contains a Comments button at the top of the page. You are not required to enter comments on each page, but will be asked to provide more specific comments at the end of the assessment.

Notes

If you have no comments to make for an open ended question, select the **No Suggestions** option; then select Next Page to move on to the next question.

Specific and constructive comments are very valuable to the individual being rated.

Once you select **Return to Survey**, select **Previous Page** until you find the competencies you missed. Make your selection, then save and submit your survey.

Completing Your Assessment

5. On page 13-15 of the assessment, you will be asked to provide comments in answer to questions regarding the individual's competence in his/her current position. To provide comments, first select the **Details Provided in Comments** option.

USDA Executive 360 Survey
Thanks for participating in this competency assessment. Your input is highly valued.
For each statement below, select the option that answers the question, How frequently does the individual perform this action? If you have not observed a particular behavior, please respond NA. When you complete the last page of the survey, click Submit.
For: Michigan, Valerie A
Required By: 10/18/2012
Page 13 of 15

Submit Save Save and Close Discard Changes Previous Page Next Page

Overall Comments for What is this person doing well in her/his current position? (OPEN-ENDED01)

User
Michigan, Valerie A Add Comments

What is this person doing well in her/his current position? (OPEN-ENDED01) Competencies
What is this person doing well in her/his current position? Please select the "Details" option below, then click the Comments button above to provide your answer. (Executive Competencies for 360 Assessment)

User	NA	Details Provided in Comments	No Suggestions
Michigan, Valerie A		<input checked="" type="radio"/>	<input type="radio"/>

6. Select the **Add Comments** button, just to the right and above the question.

Add Comments

7. Enter your comments; then select **Save and Close**.
Note: If your comments are lengthy, you may wish to use the Check Spelling feature. If so, be sure to select **Resume Editing** before you select **Save and Close**.

Comments - What is this person doing well in her/his current position? (OPEN-ENDED01)

Michigan, Valerie A

Valerie has the respect of all who work for her. She is an exceptional communicator.

Check Spelling

Check Legal

Save and Close Cancel

8. On the final page of the assessment, select **Save** to save your comments.
Note: After saving your assessment, you can select the Previous button to review your answers, or continue on to the next and final steps.

Save

9. Select the **Submit** button to submit your assessment survey.

Submit

10. Review the **Status** and **Notes** section to be sure you selected an option for each competency. If not, select **Return To Survey** to make corrections.

Complete Assessment

USDA Executive 360 Survey
Thanks for participating in this competency assessment. Your input is highly valued.
For each statement below, select the option that answers the question, How frequently does the individual perform this action? If you have not observed a particular behavior, please respond NA. When you complete the last page of the survey, click Submit.
For: Michigan, Valerie A
Required By: 10/18/2012

You are about to submit your assessments for the individual(s) listed below. Please review this information before proceeding.

User Name	Status	Notes
Michigan, Valerie A	50 out of 51 competencies assessed 2 comments entered	Not all competencies assessed

Confirm Return To Survey

Notes

Once you have submitted and confirmed your submission, you cannot recall the survey for further edits.

Completing Your Assessment

11. If the Assessment Confirmation screen indicates that all competencies have been assessed, select **Confirm**.

For: Michigan, Valerie A
Required By: 10/18/2012

You are about to submit your assessments for the individual(s) listed below. Please review this information before proceeding.

Assessment Confirmation		
User Name	Status	Notes
Michigan, Valerie A	51 out of 51 competencies assessed 2 comments entered	

Confirm

12. The Status screen confirms that your assessment has been successfully submitted. Select **Return**, then close your browser.

Complete Assessment

Help

USDA Executive 360 Survey

For: Michigan, Valerie A
Required By: 10/18/2012

Status

Status:

Your assessment has been successfully submitted. Thank you very much for your input.

Return